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quickflash!

teaching utility programs
for the **apple® II** computer

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quickflash!

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quickflash!

teaching utility programs
for the **apple® II** computer

This manual is compatible

with

the Quickflash! diskette

Version 1.x

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INTRODUCTION

Flashcards are widely used, proven aids to learning. Quickflash! enables you to construct the electronic equivalent of flashcards while adding important elements available only through the use of a computer: automatic record keeping, randomization of questions, control over the level of mastery required, printed progress reports, and spelling tolerance. Flashcard questions and answers can be printed in two different formats to provide teachers with a permanent record of the flashcards or to permit students to practice the flashcards while away from the computer. Students may even be allowed to construct their own flashcards, thus providing them with another means of acquiring familiarity with a subject.

Quickflash! is easily adapted to a wide range of subject areas and grade levels. Diacritical marks and special characters are available, permitting teachers of foreign languages also to use the product.

Several sample sets of flashcards are provided with the package: authors, state and provincial capitals, world capitals, Spanish expressions, and atomic symbols. New sets of flashcards may be created, added to, and edited with ease.

Quickflash! requires an Apple II series computer with at least 64K of memory and one or two disk drives. The use of a printer is optional. A version of the program is available for installation on a Corvus hard disk. See a current MECC catalog or contact MECC for details.

USING QUICKFLASH!

Before You Start

You can begin to use Quickflash! almost immediately. Here is what you will need:

- an Apple II series computer with a least 64K of memory, one or two disk drives, and a monitor;
- a blank diskette or a diskette whose contents are no longer needed;
- a printer (if you want to print reports or flashcards).

Getting Acquainted

Step 1. Turn on your computer's monitor, insert the program diskette into Drive 1, and turn on the computer. After a few moments your computer will display a screen similar to that depicted in Figure 1. This is the main menu.

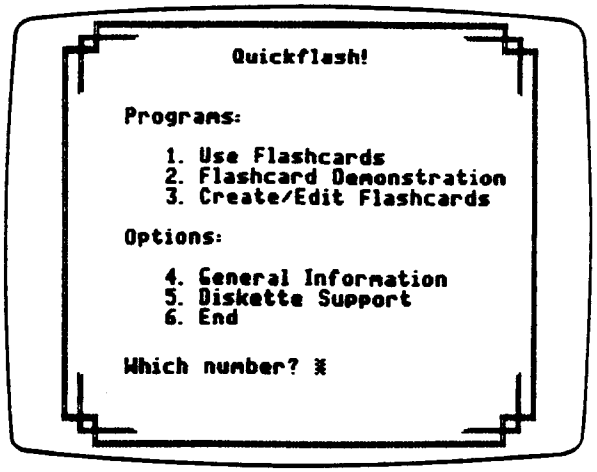


Figure 1

Quickflash! Tip

If the main menu does not include a program called CREATE/EDIT FLASHCARDS, it is because a previous user has used the Management Options in Quickflash! to remove the program from the main menu. If you want to restore the CREATE/EDIT FLASHCARDS program to the main menu before continuing, go to the section in this manual entitled "Modifying the Main Menu" (page 15).

Step 2. Choose "General Information." This series of screens will provide you with basic information about Quickflash!, including the product version number. Should you ever find it necessary to call or write MECC about the product, specifying the version number will help us assist you more effectively.

Step 3. Choose Program 2, FLASHCARD DEMONSTRATION. This program will allow you to see how students will typically use the flashcards created with Quickflash!, but does not require the creation of a data diskette. No student records are kept when the program is used in the demonstration mode.

You may choose from any of nine sets of flashcards:

Title	Students are asked to:
Africa	Name the capitals of African countries.
Americas	Name the capitals of North and South American countries.
Asia	Name the capitals of Asian countries (including Australia).
Europe	Name the capitals of European countries.
Provinces	Name the capitals of Canadian provinces and territories.
States	Name the capitals of the fifty U.S. states.
Atomic	Name the elements when given their atomic symbols.
Spanish	Translate simple Spanish words or phrases into English.
Authors	Name the authors of selected works of literature.

When you create a data diskette, you will be given the chance to transfer these sets of flashcards from the program diskette to the data diskette for student use.

After you select the set of flashcards you wish to use, the computer will display a question. Type in your answer and press Return. If you do not know the answer, press Return and the computer will display it for you. When you have finished, press the Escape Key. You will be provided with a report on the number of flashcards you answered correctly. Then you will be given the chance to choose a different set of flashcards or to return to the main menu.

Quickflash! Procedures

There are five general procedures in using Quickflash!: creating a data diskette, entering a class list, creating and editing flashcards, deleting a set of flashcards, and setting levels and limits.

Creating a Data Diskette

> Quickflash! Caution 
>
> In the steps below you will be creating a data diskette. You will need either a new diskette or one whose contents are no longer needed. The process of creating a data diskette will permanently erase any data that was previously stored on it.

Step 1. Choose the "Diskette Support" option from the main menu. The current disk drive setup is displayed at the top of the screen. If the setup is not correct, then you should change it before continuing. You can find more information about "Diskette Support" in Appendix C (page 28).

Step 2. Choose Option 2, "Create a data diskette," and indicate whether you wish to have the pre-made sets of flashcards included on the data diskette you create. Closely follow the directions on the screen about the location of the program diskette and the diskette on which you will store your data. If your computer has only one disk drive, be sure to remove the program diskette and insert your data diskette when prompted to do so.

> Quickflash! Tip 
>
> Check the disk drive setup before making your data diskette to make sure that it matches your computer system. If it does not, choose Option 1, "Change the disk drive setup," and specify the correct setup. You will find the process of creating a data diskette easier if you use a computer system with two disk drives. Additional information about "Diskette Support" may be found in Appendix C (page 28).
>
> Once the diskette setup has been specified, there is no need to change it unless you modify your computer system.
>
> If you are going to be using Quickflash! with a number of computers, you should first complete all of the steps involved in entering a class list, making your flashcards, and setting their levels and limits. Next, use the "Copy a data diskette" option in "Diskette Support" to make multiple copies of the data diskette. Additional information on using Quickflash! with several computers may be found in the section "Using Quickflash! in a Lab Setting" (page 21).

Step 3. When you are finished, choose Option 4, "Return to the main menu."

Entering a Class List

Quickflash! maintains records for up to thirty students. These records will indicate if a set of flashcards has been "mastered" and the number of flashcards "learned" out of the total number of flashcards in the set.

Three methods of entering student names may be used:

1. The teacher, not the students, enters all of the student names. The students are restricted to choosing their names from a list displayed on the computer screen.

2. Students enter their names the first time they use the program. In subsequent uses of the program, they pick their names from a list that is displayed on the computer screen.

3. The teacher enters all or some of the student names, but permits students to add their names to the list if necessary.

Quickflash! Tip 

If you choose to enter student names and prohibit students from adding their names to the class list, this will ensure that there are no duplicate student records. For example, if a student entered her name as "Smith, Mary" one day and as "Smith, M" on another day, two different sets of records would be created. If students are allowed to enter their own names, remind them in subsequent uses always to choose their names from the class list rather than entering it again.

Entering the names for all of your students and prohibiting student entry is recommended when using Quickflash!, especially with younger students.

To enter a class list, follow these steps:

Step 1. Access the "Management Options" from the main menu by pressing Control-A. (To press Control-A, hold down the Control Key and the A Key simultaneously.)

Step 2. Choose Option 2, "Create/Edit class list."

Step 3. Choose Option 1, "Add students to class list." Add the names of the students, last name first, until the entire class list has been entered (up to thirty). When you have entered the final name, press Return instead of typing a new name.

Quickflash! Tip 

When entering names, you will be prompted to enter the student's last name and then his or her first name. The limit for the last name and first name is about nine characters each (the exact number varies depending on the characters involved). If the total length of the name is too long to appear on one line, only the first initial of the student's first name will be displayed. Should you print student records, however, the entire student name will appear on all printed reports.

After all of the names have been entered (up to thirty), you will be given a chance to make corrections and to have the computer alphabetize the list. Having the names alphabetized will make it easier for students to find their names on the list while using the USE FLASHCARDS program.

Step 4. Make any necessary corrections and have the computer alphabetize the class list (optional).

Step 5. Indicate whether you wish to allow students to add names to the class list while using the USE FLASHCARDS program.

You can determine whether students are allowed to add their names to the class list by checking Option 5 on the "Create/Edit Class List" menu. If the option reads "Disallow student name entry," then students are currently allowed to enter their names.

If it reads "Allow student name entry," then the current setting does **not** permit students to enter their names. To modify either setting, simply choose Option 5 and follow the directions given on the screen.

Editing Student Names

You may change student names by selecting Option 2, "Change student's name," from the "Create/Edit Class List" menu. You will be prompted to indicate the student name you wish to change and to enter the corrections.

Deleting Individual Student Records

You may erase records for an individual student by selecting Option 3, "Delete student records," from the "Create/Edit Class List" menu. You will be prompted to indicate the number of the student whose records you wish to delete. Should you decide not to delete a student's records after having made your selection, answer "No" to the question "You are about to PERMANENTLY delete records for [student name]. Are you sure you want to do this?"

Deleting Records for an Entire Class

You may erase records for an entire class by selecting Option 4, "Delete the entire class list," from the "Create/Edit Class List" menu. Should you decide not to delete these records after having made your selection, answer "No" to the question "You are about to PERMANENTLY delete all student records. Are you sure you want to do this?"

Quickflash! Tip 

Erasing student records for an entire class list will erase the student names as well as records for the flashcards sets they have used. If you plan to continue to use Quickflash! with your class, but with a different set of flashcards, you should delete the sets of unneeded flashcards instead of the class list.

Creating and Editing Flashcards

You may create new sets of flashcards or edit or delete existing sets of flashcards. Up to 100 individual flashcards may be created for a single set. Diacritical marks and special characters may be used to create flashcards for foreign languages. A standard phrase may be specified for use on each card, thus eliminating the need to enter it for each individual flashcard.

To create a new set of flashcards, follow these steps:

Step 1. Choose CREATE/EDIT FLASHCARDS from the main menu or the "Management Options" menu.

Quickflash! Tip 

If the main menu does not include a program called CREATE/EDIT FLASHCARDS, it is because a previous user has used the Management Options in Quickflash! to remove the program from the main menu. If you want to restore the CREATE/EDIT FLASHCARDS program to the main menu before continuing, go to the section in this manual entitled "Modifying the Main Menu" (page 15).

Step 2. Choose Option 1, "Create a new set of flashcards," from the CREATE/EDIT FLASHCARDS menu. If you do not have a prepared data diskette, then you will be given a chance to create one. Be sure to use either a new diskette or one whose contents are no longer needed because the process of creating a data diskette will erase any information previously stored on it.

Step 3. Assign a name for the new set of flashcards.

Step 4. Indicate whether you wish to use diacritical marks and special characters in the flashcards (Figure 2). If you wish to use this feature, you may further specify whether the diacritical marks and special characters are to be used in both the questions and answers, in the questions only, or in the answers only (Figure 3).

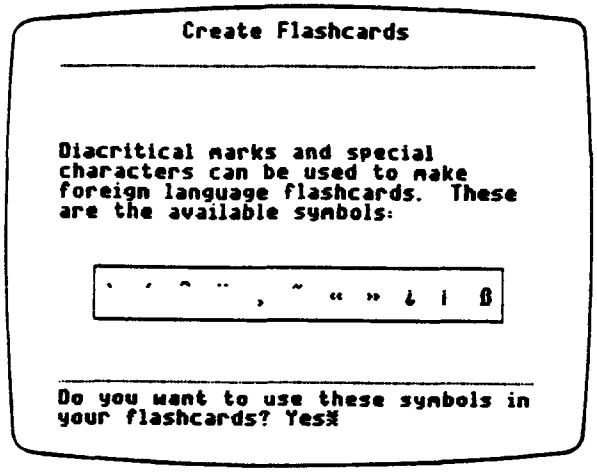


Figure 2

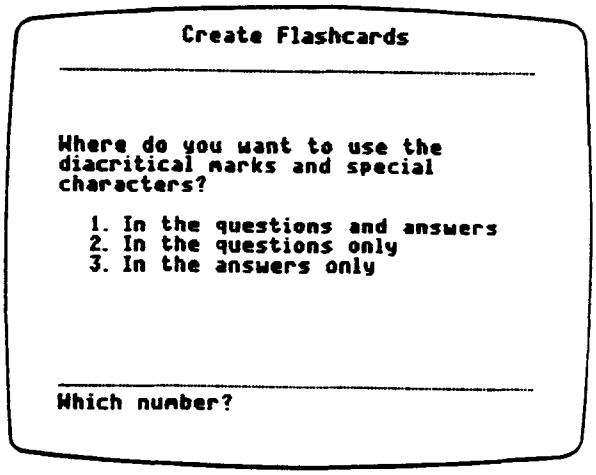


Figure 3

Quickflash! Tip

If you wish to enter questions or answers with diacritical marks or special characters, then you must type Control-O and then the number that corresponds to the diacritical mark or special character desired.

To type a letter with a diacritical mark, type Control-O, the number of the diacritical mark you want, and then the letter you want the diacritical mark associated with.

To make a special character, type Control-O and the number (or hyphen) that corresponds to the special character desired.

Step 5. Indicate whether you wish to use a standard phrase as part of the question on each flashcard. Using a standard phrase eliminates the need for entering the same phrase for each question. A standard phrase may be up to two lines in length.

Step 6. Enter a question and answer for each flashcard (up to 100 cards). When you are finished, press the Escape Key once.

Should you wish to edit, add, or delete flashcards, change the name of a set of flashcards, or change the standard phrase in a set of flashcards, you may do so by selecting Option 2, "Edit a set of flashcards," from the CREATE/EDIT FLASHCARDS menu and specifying the set of flashcards you wish to use.

Editing Flashcards

To edit a question or answer, choose Option 1, "Edit flashcards," from the "Edit a Set of Flashcards" menu. The first eight flashcards in the set will be displayed (Figure 4). If the flashcard you wish to edit is displayed, then enter the number of the flashcard and press Return. You will then be able to make the necessary changes to the question or its answer (Figure 5).

If the flashcard you wish to edit is not displayed on the first screen, press Return to see more flashcards. Continue doing so until the flashcard you wish to edit is displayed.

When you have finished editing, press the Escape Key once to return to the "Edit a Set of Flashcards" menu.

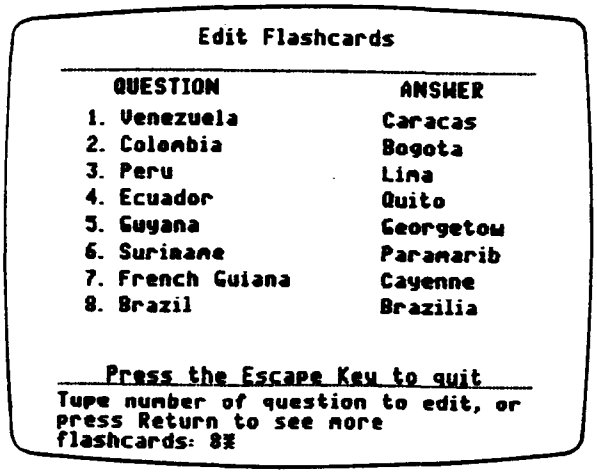


Figure 4

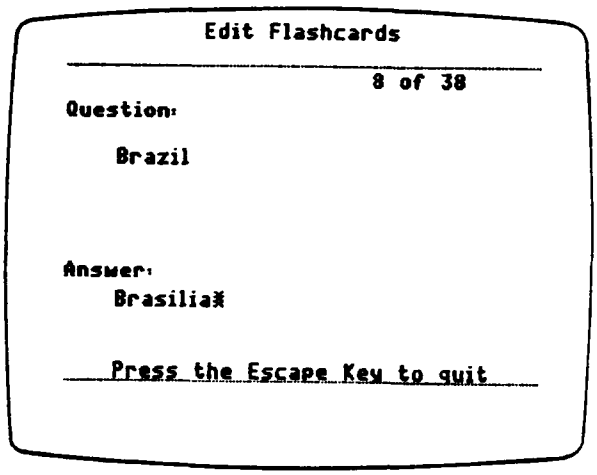


Figure 5

Adding Flashcards

To add flashcards to an existing set, choose Option 2, "Add flashcards," from the "Edit a Set of Flashcards" menu. You may then proceed to add questions and answers in the same fashion in which they were originally entered.

Quickflash! Caution STOP

Before adding flashcards to a set, consider the effect it may have on student records.

Adding flashcards to an existing set will affect student records associated with that set. For example, if Nan has mastered a set of flashcards, and then one or more cards are added to the set, Quickflash! will adjust the record to indicate that the set is no longer mastered. Similarly, if Nan had learned eight out of the original ten flashcards, and five more flashcards were then added to the set, her records would be updated to indicate a performance of eight out of fifteen.

Thus, if you plan to make extensive use of the student reports available with Quickflash!, you may want to create new sets of flashcards instead of adding to existing sets.

Deleting Flashcards

To erase flashcards from an existing set, choose Option 3, "Delete flashcards," from the "Edit a Set of Flashcards" menu. The first eight questions in the set will be displayed. If the question you wish to delete is displayed, then enter the number of the question and press Return. After selecting the question, should you decide not to delete it, answer "No" to the question "Are you sure you want to delete this flashcard?"

If the question you wish to delete is not displayed on the first screen, press Return to see more questions. Continue doing so until the question you wish to delete is displayed.

When you have finished deleting questions, return to the "Edit a Set of Flashcards" menu by pressing the Escape Key.

Changing the Name of a Set of Flashcards

To change the name of an existing set of flashcards, choose Option 4, "Change name of flashcard set," from the "Edit a Set of Flashcards" menu. You will then be prompted to enter a new name for the set.

Changing the Standard Phrase in a Set of Flashcards

To change the standard phrase used in an existing set of flashcards, choose Option 5, "Change standard phrase," from the "Edit a Set of Flashcards" menu. You will then be allowed to enter a new standard phrase.

Quickflash! Tip 

If you wish to delete a previously entered standard phrase without replacing it with a new phrase, simply press Return instead of typing a new standard phrase. To retain the standard phrase, press the Escape Key.

Deleting a Set of Flashcards

To erase a set of flashcards from the data diskette, choose Option 3, "Delete a set of flashcards," from the CREATE/EDIT FLASHCARDS menu and specify the set of flashcards you wish to delete.

> Quickflash! Caution 
>
>
> Note that if you delete a set of flashcards, you will also delete the student records pertaining to that set of flashcards. Student records for other sets of flashcards will not be affected.

After selecting the set of flashcards, should you decide not to delete them, answer "No" to the question "Deleting the [flashcard set name] will PERMANENTLY remove this file from the data diskette. Are you sure you want to do this?"

Setting Levels and Limits

You may set the mastery level, spelling tolerance, time limits, and the number of flashcards in the "working pool." The "working pool" refers to a subset of questions from the overall set of flashcards in use. To set levels and limits, choose Option 4, "Set levels and limits," from the CREATE/EDIT FLASHCARDS menu and select the set of flashcards you wish to work with.

> Quickflash! Tip 
>
> If you do not set levels and limits, Quickflash! will assign the following levels and limits for you automatically:
>
> Mastery Level 2
> Spelling Variation Allowed . . . No
> Time Limit . . . . . None
> Working Pool . . . . . Total Number of Cards in the Set

Setting the Mastery Level (Default = 2)

"Mastery" is defined as the number of consecutive times a question must be answered correctly before it is removed from the working pool of questions. Mastery may be set to a number between 1 and 10.

To set the level of mastery, choose Option 1, "Set mastery level," from the "Set Levels and Limits" menu. Enter a number (between 1 and 10) that indicates the consecutive number of times each question must be answered correctly before it is removed from the working pool.

Setting Spelling Tolerance (Default = No Variation)

This option allows you to determine whether student answers must match the correct answer on a letter-for-letter basis or whether some flexibility will be allowed in judging student responses. **Note:** Trailing and leading spaces are automatically ignored, as is the case (upper or lower) of individual letters in an answer. If you decide to allow spelling tolerance, then the program will follow these additional rules in judging student responses:

- diacritical marks and special characters will be ignored;
- one pair of letter reversals will be permitted;
- non-alphabetical characters (numbers, punctuation, etc.) are ignored;
- an answer may have one additional letter or one missing letter.

Quickflash! Caution 

If you create flashcards that use numbers in the answer, be sure to set the spelling tolerance to "No variation allowed." If you do not, Quickflash! will accept **any** answer as correct.

Similarly, flashcard questions that require only a single letter for a response, such as true/false or multiple-choice questions, should be set for **no** spelling variation to avoid incorrect answers being judged as correct.

To set spelling tolerance, choose Option 2, "Set spelling tolerance," from the "Set Levels and Limits" menu. The current setting ("yes" or "no") is displayed on the screen. To modify the setting, answer "yes" or "no" to the question "Do you want to allow for variation in spelling?" Then press Return.

Setting the Time Limit (Default = None)

This option allows you to determine how many seconds students will be given to correctly answer a question before the question is counted as wrong.

To set time limits, choose Option 3, "Set time limits," from the "Set Levels and Limits" menu. The current time limit is displayed at the top of the screen. To modify the setting, enter a number from 1 to 30 (or 0 for no time limit) corresponding to the number of seconds students should be given to answer a question. Then press Return.

Setting the Number of Flashcards in the Working Pool (Default = Total Number of Cards in the Set)

The "working pool" refers to a subset of the total number of flashcards in a file. The use of a working pool permits students to deal with a limited number of questions and encourages them to master these questions before new ones are introduced. Each time a question is mastered, it is replaced by a new question from the total set. The maximum allowable number of flashcards in a set is 100.

You may vary the number of flashcards in the working pool from 1 to N, where N is equal to the total number of cards in the set. Thus, if you have created a set of 75 flashcards, the working pool could range from 1 to 75.

To set the number of flashcards in the working pool, choose Option 4, "Set working pool size," from the "Set Levels and Limits" menu. The total number of questions in the set and current number in the working pool is displayed at the top of the screen. To modify the number in the working pool, enter a new number and press Return.

Quickflash! Tip 

If you do not set the number of flashcards in the working pool and you subsequently add or delete individual flashcards from the set, Quickflash! will automatically expand or reduce the size of the working pool to accommodate the changes you have made.

PRINTING OR DISPLAYING STUDENT RECORDS

Student records may be printed (if you have a printer attached to your computer) or displayed on the computer screen.

Quickflash! Tip 

If you wish to use a printer, you should select Option 6, "Printer Support," from the "Management Options" menu and verify that the printer setup is correct. If it is not correct, you should modify it at this time. Additional information about "Printer Support" may be found in Appendix B (page 26).

When Quickflash! prompts you to "Please Prepare Your Printer," you should turn the printer on, make sure that it is "selected" (a separate switch on some printers), and adjust the paper so that the printhead is positioned on the paper where you want the first line of information to appear.

Once the printer setup has been specified, there is no need to change it again unless you change your computer system.

To print or display student records, choose Option 3, "Print/Display student records," from the "Management Options" menu. Next, indicate whether you want records printed for all of the flashcard sets or for just one of the sets. The last step is to indicate whether you want to use a printer.

Both the printed report and the displayed report contain the same information: student name, flashcard set, asterisks indicating which sets of flashcards have been mastered, and an indication of the number of questions in each flashcard set that have been mastered (Figure 6).

Hickman, Kady	Mastered	Number
Americas		20 of 38
Provinces	*	12 of 12
States	*	50 of 50
Lewis, Wayne		
Provinces	*	12 of 12
States	*	50 of 50

Figure 6

MODIFYING THE MAIN MENU

You can determine whether the CREATE/EDIT FLASHCARDS program is displayed on the main menu and therefore available for student use. To view the current display status, go to the main menu. If CREATE/EDIT FLASHCARDS is available, it will be listed as the third program. If you wish to modify its display status, access the "Management Options" by pressing Control-A, select Option 4 from the "Management Options" menu, and follow the screen directions.

Quickflash! Tip 

Controlling whether the CREATE/EDIT FLASHCARDS program will be displayed on the main menu allows you to protect the flashcards and their settings from accidental or deliberate deletion or changes.

You may, however, wish to allow students to create and use their own sets of flashcards. A considerable amount of learning may occur in the process of creating a set of flashcards.

If you plan to allow students to create their own sets of flashcards, but wish to prevent students from deleting or changing certain sets of flashcards, then you should use two separate program diskettes, one with the CREATE/EDIT FLASHCARDS program displayed on the main menu and the other with it removed. Alternatively, you could keep CREATE/EDIT FLASHCARDS on the main menu and use two data diskettes: one for student-created flashcard sets and the other for teacher-created flashcard sets.

PRINTING FLASHCARDS

You may wish to print a list of flashcards for your records or for use in making "traditional" flashcards.

> Quickflash! Tip 
>
> Printing a list of the flashcards can be a valuable aid in editing them since only the first portion of the question and answer on a flashcard is displayed in "Edit Flashcards."
>
> Printing the questions and answers in a flashcard format will allow students to practice flashcards while away from the computer.

Two different print formats are available. The first simply prints a list of questions and their answers. This format should be used when you want to see a complete list of the questions and answers for editing purposes or for your files.

The second format prints the questions and answers so that each page may be cut and folded to create traditional flashcards. You will be prompted to enter a number (1-25) of blank lines between each flashcard. The number of blank lines will determine how many flashcards can be printed on one page.

To print flashcards, choose Option 5, "Print Flashcards," from the Management Options menu. You will then be prompted to enter the number of the print format you want to use and to choose the set of flashcards you wish to print. Be sure to follow the on-screen directions about preparing your printer. If you have not printed anything with Quickflash! before, you may wish to refer to the "Quickflash! Tip" on page 14 or to Appendix B, "Printer Support," on page 26.

> Quickflash! Caution 
>
>
> If you try to print flashcards containing diacritical marks or special characters, the printed flashcards will not look like the ones that appear on the screen. Each letter that has a diacritical mark and each special character will instead be printed as a number, letter, or other character.

USING THE FLASHCARDS

After creating your flashcards, you will find that it is very easy to use them. A handout is provided (page 23) to help students learn how to use the flashcards, but the program is so easy to use that students may not need to refer to it after having used the program once. Five steps are involved in using a set of flashcards:

Step 1. Choose the USE FLASHCARDS program from the main menu.

Step 2. Choose your name from the list of students displayed or add your name to the list if necessary (Figure 7).

Quickflash! Caution STOP

In some cases, you may get the message "Please tell your teacher that this diskette is almost full" after you enter or choose your name. This is because the files that contain student records and the flashcards will grow as they are used. While there will be sufficient space on the diskette to allow you to finish using the set of flashcards you have chosen, steps should be taken to ensure that the diskette does not become completely filled; otherwise, some records may be lost or destroyed.

If you see such a message, you have several options. These options are explained in Appendix D, "What to Do If a Data Diskette Becomes Full," on page 29.

Step 3. Choose the set of flashcards you wish to use (Figure 8).

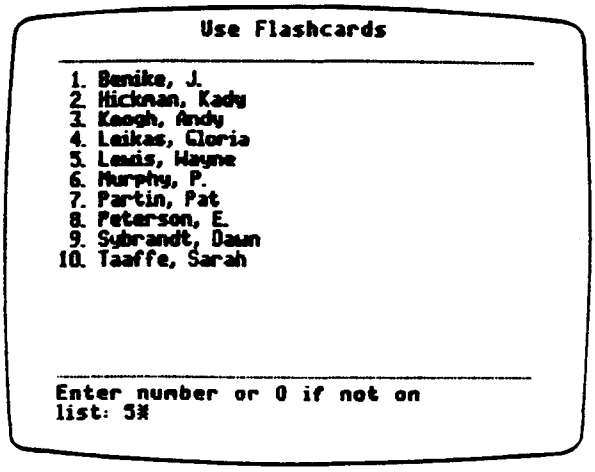


Figure 7

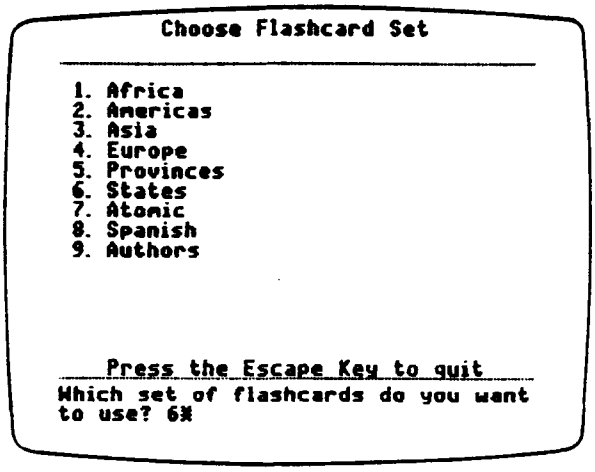


Figure 8

Step 4. Answer the questions you are asked. If you are unsure of the answer, you can press Return to see it. If you wish to stop using a set of flashcards before you have answered all of them, press the Escape Key. You will then see a screen similar to that depicted in Figure 9, summarizing how well you did with a particular set of flashcards. You can choose to work with the questions you have not mastered, those you have already mastered, or a new set of flashcards. You may also choose to return to the main menu.

Step 5. When you have successfully completed all of the flashcards, you will see a message similar to that in Figure 10. You may then choose to use the set of flashcards again, choose a different set of flashcards, or return to the main menu.

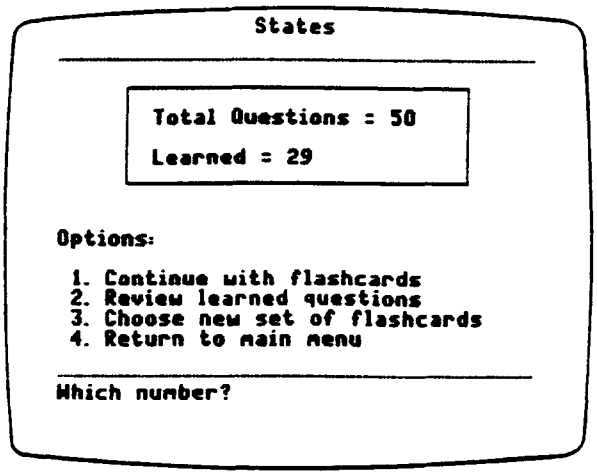


Figure 9

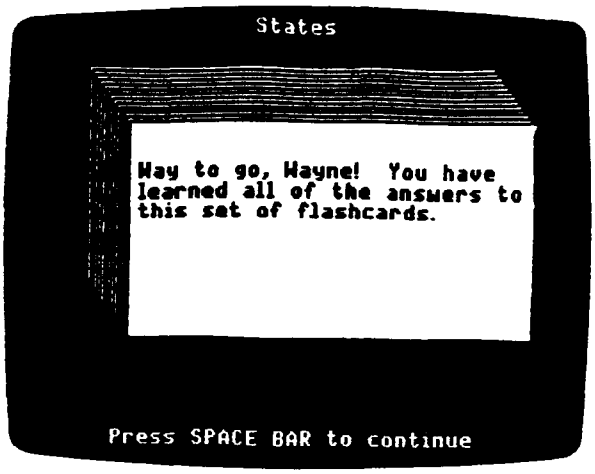


Figure 10

Quickflash! Tip

Once a student has "mastered" a set of flashcards, Quickflash! will record it as mastered until you delete the set of flashcards, delete the student's records, or add flashcards to the set. This is true even if a student re-uses a set of flashcards and records a non-mastery level of performance.

Let's assume, for example, that Eric masters a set of flashcards called "Inventors." Eric then chooses to re-use the "Inventors" set of flashcards, but he presses Escape before all of them are completed a second time. Eric's mastery performance is permanently recorded in the Management Options. Quickflash!, however, will display the results of Eric's most recent performance before he uses the "Inventors" set of flashcards again.

INSTRUCTIONAL APPLICATIONS OF QUICKFLASH!

Quickflash! may be used wherever there is a need to memorize information. It is applicable to students ranging from the early elementary grades to adults. Its only real constraint is your imagination!

To make an exhaustive list of the potential applications of Quickflash! would be impractical. We can, however, suggest some of the areas in which you might use it. If you discover special uses for Quickflash! that you would be willing to share with other teachers, please feel free to write to us and we'll try to include it in one of our newsletters.

Here are some possible applications, grouped by subject areas:

Art
facts about artists and their works
art movements and characteristics

Astronomy
facts about planets and other celestial bodies

Auto Mechanics
functions of different parts of a car
use of tools
safe shop practices

Biology
taxonomies
body parts (organs, bones, etc.)
parts of a cell
"laws" and theories

Business
economic formulas
terminology
monetary systems
famous economists and their theories

Chemistry
periodic table facts
formulas
names of compounds
chemical properties

Computer Science
programming terminology
parts of a computer

Current Events
facts about countries
facts about world leaders

Earth Science
weather facts
historical disasters (volcanoes, earthquakes, etc.)
geologic periods

English
parts of speech
synonyms, antonyms, or homonyms

French
translations
parts of speech
conjugations

Geography
nations and capitals
bodies of water

Geology
types of rocks and soil
structure of the earth

History
dates
historical figures
wars

Home Economics
food groups
equipment
equivalent measurements
fabrics

Industrial Arts
tools
types of building materials
welding applications

Language Arts
parts of speech
spelling words

Latin
translations
parts of speech

Literature
authors and their works
literary characters
literary movements
quotations

Mathematics
equations
math facts
metric conversions

Music
musical terms
composers

Physical Science
formulas
terminology
scientists and their theories

Physical Education
rules of games
famous athletes

Physics
formulas
terminology

Political Science
famous political figures
forms of government

Psychology
terminology
psychologists and their theories

Reading
vocabulary words
comprehension questions

Sociology
terminology
social systems

Spanish
translations
parts of speech
conjugations

USING QUICKFLASH! IN A LAB SETTING: TIPS FOR THE COMPUTER COORDINATOR

More and more schools are using computers in a laboratory setting. Quantity discounts for multiple copies of Quickflash! are available from MECC, as are site licenses that permit you legally to make your own copies of Quickflash!

If you plan to use Quickflash! in a computer lab, the following suggestions might make your job a bit easier:

1. If the same flashcard sets are to be used for an entire class, first make one complete copy of the data diskette you want students to use. Be sure to include the class list and all of the sets of flashcards and to adjust the levels and limits for each set.

2. Use this "master" data diskette to make copies for student use. The data diskette is not copy-protected, so you may copy it with (1) the "Copy a data diskette" option in "Diskette Support" or (2) another copy program, such as COPYA on the Apple System Master. Some commercial copy programs will support more than two disk drives; their use may result in a considerable time savings if you are making many copies of the data diskettes. Keep the master data diskette in a safe place, away from student use, after making the copies.

3. Keep a separate set of data diskettes for each class. Quickflash! can accommodate up to thirty student records per diskette. Teachers and students will find Quickflash! more convenient to use if each class has its own data diskettes.

4. Set up the program to disallow student name entry. This will help prevent students from having their records stored under slightly different variations of their names, such as "Smith, J." and "Smith, Jenny."

5. Remove the CREATE/EDIT FLASHCARDS program from the main menu. You can prevent unauthorized tampering with the flashcard sets by simply removing this option from view. You can keep a separate set of program diskettes for the teacher who routinely plans on having students create their own flashcards.

6. Maintain a data diskette of "good ideas." As teachers create flashcard sets, keep a copy of their drills for your files. Should you wish to consolidate several sets of drills on a single diskette, you can use the FID program from the Apple System Master to transfer individual files from different diskettes to one diskette. Before "FIDing" the files, use the "Delete the entire class list" option to clear the file of student records. Next, when you CATALOG the diskette, look for flashcard files ending in ".CRD" and ".BIN" and use FID to transfer them to your data diskette. For example, if you wish to transfer a set of flashcards called FACTS from a teacher's data diskette to your master data diskette, you need to transfer two files: FACTS.CRD and FACTS.BIN.

Note to hard disk users: If your lab uses a hard disk system, you may wish to acquire the Corvus hard disk version of Quickflash! See a current MECC catalog or contact MECC for details.

BEFORE YOU CALL THE MECC HELP LINE

If you experience difficulties with Quickflash!, we want to hear from you. But before you call us, we suggest you take the following steps:

1. Thoroughly review the manual. We find that many users can discover the answers to their questions within the support manual. If your question has to do with printers or disk drives, pay particular attention to the material in Appendices B and C (pages 26-28).

2. If you think you have discovered a "bug," try to replicate it. Write down, in a step-by-step fashion, what you did and what happened, including any error messages that appeared on the computer screen.

3. If colleagues are also using this product, ask them to help. It may be that they have already discovered the answer to your question.

4. Call your school district's computer coordinator. He or she may also be able to help.

5. If these remedies fail, call or write the MECC Help Line. The Help Line is available Monday through Friday, 8:00 a.m. - 4:30 p.m., Central Time. Its number is (612) 481-3660. A member of the Help Line staff will take your call. In many cases, our staff should be able to answer your questions immediately. If more extensive research is needed, we will call you back.

   If you prefer to write to the Help Line, address correspondence to MECC Help Line, 3490 Lexington Avenue North, St. Paul, MN 55126. If your question concerns printouts or data diskettes, please enclose a sample printout or data diskette. If you request it, they will be returned to you along with our reply.

STUDENT HANDOUT

A QUICK GUIDE TO QUICKFLASH!

How to use Quickflash!:

1. Turn on the computer monitor, insert the Quickflash! program diskette in Drive 1, and turn on the computer.

   If your computer has two disk drives, put the data diskette your teacher wants you to use in Drive 2.

   If your computer has only one disk drive, you will need to follow the directions on the computer screen carefully. The computer will tell you when to take out the program diskette and when to put in the data diskette.

2. Type the number 1 for the USE FLASHCARDS program on the main menu and press Return.

3. If you see your name in the list of students shown on the computer screen, type the number of your name.

   If your name is not on the list, type 0 (zero, **not** the letter O) and add your last name and then your first name when the computer asks you for them.

4. Type the number of the set of flashcards you want to use and press Return.

5. When you see a flashcard shown on the screen, type the answer to the question. If your answer is wrong, the computer will show you the right answer. If you do not know the answer, you can press Return to see it.

6. If you want to stop using the flashcards, press the Escape Key once. The computer will tell you how many of the flashcards you have learned. Now you can:

   - choose to go over the flashcards you have learned;
   - work on those you have not learned;
   - choose to use a different set of flashcards; or
   - go back to the main menu.

It's up to you!

APPENDICES

CREDITS

Quickflash! was designed by Eric Peterson and Stephen Taffee and was programmed by Michael Hartman, Scott Jensen, Sherry Luedloff, Michael Stein, and Paul Wenker.

MECC extends special thanks to Roger Hickman and the students of Prosperity Heights Elementary School in St. Paul, Minnesota, for their assistance in testing Quickflash!

TO THE READER:

MECC has made every effort to ensure the instructional and technical quality of this courseware package. Your comments—as user or reviewer—are valued and will be considered for inclusion in future versions of the product. Please address comments to:

MECC Courseware Development
3490 Lexington Avenue North
St. Paul, MN 55126

USING A PRINTER WITH THIS COURSEWARE

A printer is required or may be used with this product. To connect your printer to an Apple II, II Plus, or //e computer, you will need the appropriate printer card (called an interface card) inserted into a slot (usually slot number 1 or 2) in the computer. To connect an Apple //c computer, use the printer port on the back of the computer. (The Apple //c contains the equivalent of a serial interface card in slot 1.)

This product is initially set to work with an Apple Parallel card or an Apple Serial card located in either slot 1 or slot 2. If you have this setup, you do not need to do anything further.

If your printer uses a different setup than described above or if you need or want to enter special printing commands, you will need to use the "Printer Support" option contained on the diskette.

You can select the "Printer Support" option from the Management Options menu. (The Management Options menu is accessed by pressing Control-A while viewing the main menu. To press Control-A, hold down the Control Key and press the letter A.) You will then see the Printer Support menu as shown in Figure 1.

Option 1, "Check current printer settings," shows the current printer settings.

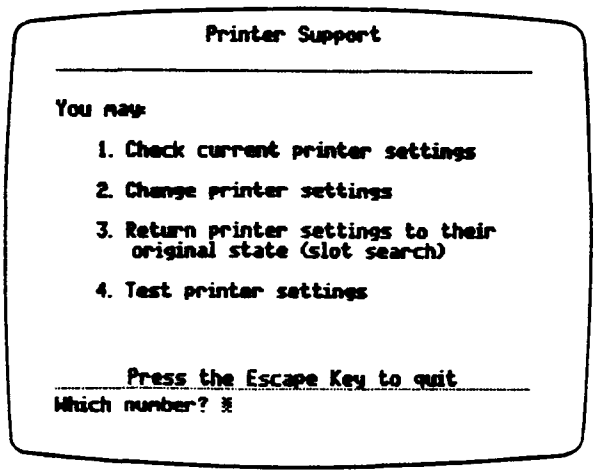


Figure 1

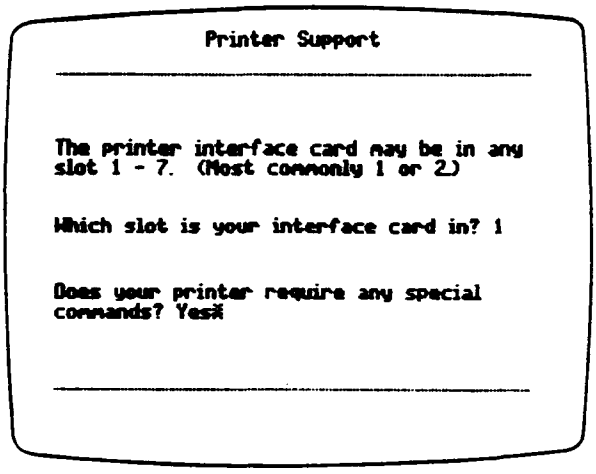


Figure 2

Option 2, "Change printer settings," enables you to change the printer settings. To do this, you will need to specify the slot number and whether your printer requires special commands (Figure 2).

Special commands enable certain types of printers to operate and also permit special printing formats. These commands are listed in your manufacturer's printer or interface card manual. To illustrate, Figure 3 below shows the special command you could enter to produce ultra-condensed printing (17 characters per inch) on an Apple Dot Matrix, Apple Imagewriter, or Apple Scribe printer. Figure 4 shows the special command you could enter to produce compressed printing on most Epson printers. Press the Return Key after entering a special command. The CHR$(n) command will be translated into its corresponding character on the screen. You may then enter another command or simply press Return to end.

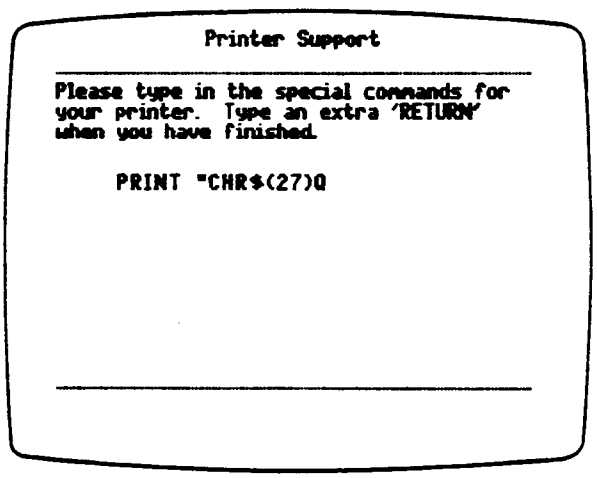


Figure 3

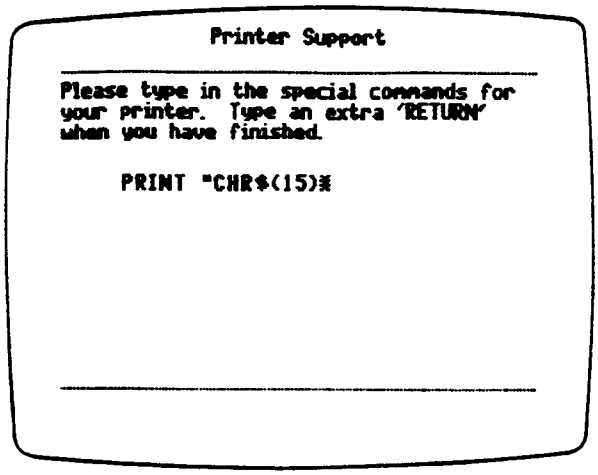


Figure 4

The chart below shows other frequently used special commands for the Apple Dot Matrix and Imagewriter printers.

Type Style:	Pica (10cpi)	Elite (12cpi)	Bold
Command:	CHR$(27)N	CHR$(27)E	CHR$(27)!

After you have made the necessary changes to the printer settings, you will be asked to specify the type of printer you are using. This information will be displayed when Option 1, "Check current printer settings," is selected.

Option 3, "Return printer settings to their original state (slot search)," tells the program to search slots 1 and 2 for a printer card and that no special commands will be used.

Option 4, "Test printer settings," prints out all the keyboard characters. If these characters do not appear, check to see whether you have connected your printer correctly or check your printer or interface card manual for special commands.

Note: Once the new printer settings have been established, the standard slot-searching routine will not be used. Instead, the computer will use the slot and any special commands you have specified.

The commands are saved on the diskette and are permanent until you use the "Printer Support" option again to change the printer settings.

USING A DATA DISKETTE WITH THIS COURSEWARE

"Diskette Support" is a utility to help you set up, use, and maintain a data diskette. You can prepare a data diskette from a blank diskette or one whose contents you no longer need.

After you select the "Diskette Support" option on the main menu, you will see a screen similar to that in Figure 1. This screen shows the current drive setup for your data diskette. If you want to change the setup, select Option 1, "Change the disk drive setup." You will then be asked to select one or two drives or to select a special disk drive setup (Figure 2). Choose Option 3, "Select special disk drive setup," only if you are using a hard disk or more than one disk drive controller card. You will then need to specify the slot, drive, and volume you are using for your data diskette.

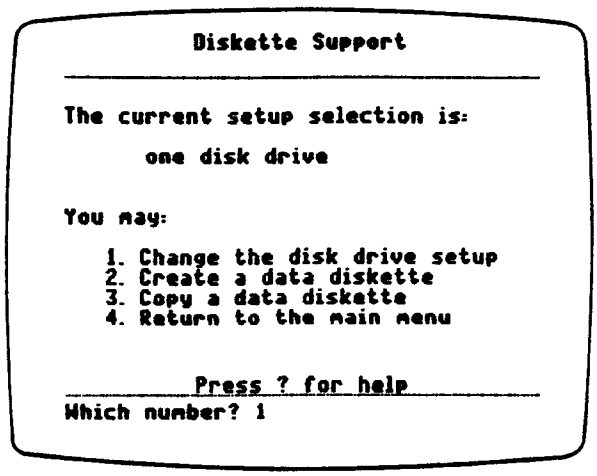


Figure 1

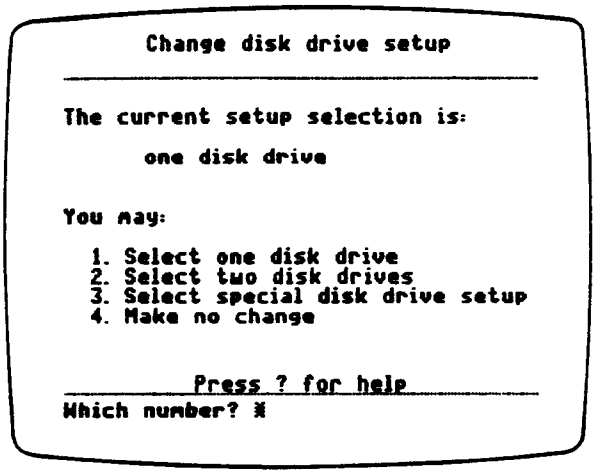


Figure 2

You will need to create a data diskette before you can store information on it. You may use any blank diskette or one whose contents you no longer need. When you create a diskette, you will lose any information previously stored on it. To create your diskette, choose Option 2, "Create a data diskette" (Figure 1). You can choose to have the sample flashcard sets transferred to the data diskette or to make a completely blank data diskette.

You may make backup copies of a data diskette by selecting Option 3, "Copy a data diskette." It is a good idea to make a backup copy of a data diskette whenever you make significant changes (additions or deletions) to it.

To access more information about "Diskette Support," press the ? Key when the message "Press ? for help" appears on the screen.

WHAT TO DO IF A DATA DISKETTE BECOMES FULL

In rare instances, you or your students may see the message "Please tell your teacher that this diskette is almost full" while using Quickflash! This is because the files that contain student records and the flashcards will grow as they are used. If this message is displayed during the USE FLASHCARDS program, there will be sufficient space on the diskette to allow you to finish using the set of flashcards chosen. If the message is displayed while you are editing flashcards, you will need to stop what you are doing and take some action to recover diskette space.

Whenever this message is displayed, steps should soon be taken to ensure that the data diskette does not become completely filled; otherwise, some data may be lost or destroyed.

If you see this message, you have several options:

(1) If you wish to preserve student records and the sets of flashcards you have made, you can split the data diskette into two data diskettes. First, use the "Copy a data diskette" option in "Diskette Support" to make a copy. Next, take the original diskette and use the "Delete a set of flashcards" option available on the CREATE/EDIT FLASHCARDS menu to delete the first half of the sets of flashcards from the diskette. Finally, use the same option to delete the second half of the sets of flashcards from the copy data diskette. You should now have two data diskettes, each containing different halves of the original sets of flashcards.

(2) If the diskette contains sets of flashcards that you no longer wish to use, you can simply use the "Delete a set of flashcards" option available on the CREATE/EDIT FLASHCARDS menu. Deleting one or more sets of flashcards will make more space on the diskette available.

(3) If you no longer need the student records for a set of flashcards, you can use the "Delete the entire class list" option on the "Create/Edit Class List" menu. This will reduce the size of the files that contain the student records for the flashcards. Your flashcards will be retained, but you or your students will need to re-enter their names in order to use other sets of flashcards on the diskette.

MECC SERVICES

MECC is an organization established in 1973 to assist Minnesota schools in implementing educational computing. MECC provides a variety of services to education, including 1) development and distribution of instructional computing courseware; 2) in-service training for educators and development of materials for conducting training; and 3) educational computing assistance through newsletters and equipment purchase contracts. MECC's knowledge and expertise in the educational computing field comes from more than fifteen years of working with and providing leadership for thousands of educators on a daily basis.

- ***MECC Educational Computing Catalog***
  A catalog containing descriptions of instructional computing courseware as well as training and planning materials is published annually and distributed at no charge. To request a catalog, write or call MECC Customer Services.

- **MECC Memberships**
  Educational institutions may become MECC Members, which qualifies them to obtain MECC courseware and training at specially reduced prices. To learn more about MECC Memberships, write or call MECC Marketing.

- **Training Programs**
  MECC conducts educational computing workshops for educators throughout the United States. For information on workshop schedules or to arrange a special training activity, write or call MECC Training Services.

- ***MECC Network* Newsletter**
  Published regularly throughout the school year, MECC's newsletter focuses on MECC activities, services, and products. To obtain, write or call indicating your interest in the *MECC Network* newsletter.

For information on all the above items, use the MECC General Information telephone number: 612/481-3500.

- **Help Line**
  If you have any problems using MECC software:
  1) make note of the *name* and *version number* of the product;
  2) note the *brand* and *model* of the equipment involved, as well as the type of *printer card* used if the problem concerns a printer;
  3) write or call the Help Line to describe the problem **(612/481-3660)**.

MECC
3490 Lexington Avenue North
St. Paul, MN 55126
(General Information: 612/481-3500)